

Emergency Procedures Guide

FIRE

**CHEMICAL
RELEASE**

**CIVIL
DISTURBANCE**

**UTILITY
FAILIURE**

**Active
Shooter**

**BOMB
THREATS**

**MEDICAL
AND
FIRST AID**

**SEVERE
WEATHER**

**EXPLOSION /
AIRCRAFT
CRASH**

**PSYCHOLOGICAL
CRISIS**

**HOSTAGE
SITUATION**

**WORKPLACE
VIOLENCE**



Fire

- Activate building alarm
- call 911
- evacuate building by walking quickly to nearest exit
- close doors behind you
- Alert others on your way out
- DO NOT USE ELEVATORS
- Move to the designated Assembly Areas
- DO NOT RETURN TO THE BUILDING until authorized by Fire or Police Department personnel
- Individuals needing assistance should remain in an area of refuge and advise emergency responders of their location by dialing 911



Chemical or Hazardous Materials Release

- Dial 911
- Try to contain the spill
- Vacate the affected area
- Close doors behind you
- When reporting a spill, be specific on nature of material involved
- If contaminated by a spill, avoid contact with others
- Showers/eyewashes are located in all chemical areas



Civil Disturbances or Demonstrations

- Dial 911
- Dial Campus Safety @ 203-596-4502
- Avoid Location of disturbance/disorderly demonstrations
- Campus Safety/ Police will give directives if in your area



Utility Failure

- Dial Campus Safety @ 203-596-4502
- Notify immediate supervisor
- Wait for instructions
- Cease from using all electrical equipment
- Do not use on/off light switches



Active Shooter / Hostile Act

- Remain calm
- Call 911 when safe to do so, and while or after you take the following actions:
 - **RUN**- if you can exit the area safely, do so. Help others to exit as well.
 - **HIDE**- if you cannot exit the area, take cover and lock or barricade the doors. Silence phones. Turn off lights. Cover interior windows if safe to do so. Stay out of line of sight.
 - **FIGHT**- if discovered, fight back. Work together with others to defeat the intruder.
- More at : [Active Shooter Quick Reference Guide](#)



Bomb Threats

- Dial 911
- Attempt to keep caller on line
- Write down as much information as possible- caller ID number, exact wording of threat, type of voice or behavior.
- Notify immediate supervisor
- Do not touch or move any suspicious item
- The decision to evacuate will be made by Campus Safety



Medical And First Aid

- Dial 911 and Campus Safety @ 203-596-4502
- Give name, location, nature of medical/first aid
- Provide first aid care, if trained



Severe Weather

- Monitor local, state, and Eagle E-Lert weather notifications
- **Weather Watch:** Conditions are favorable for severe weather
- **Weather Warning:** Severe weather has actually been sighted in the area.
- Seek Appropriate Shelter: Interior rooms/hallways away from windows.
- Do NOT use elevators.
- Stay sheltered in place until “All Clear” is given



Explosion - Aircraft Crash

- Dial 911 if possible
- Take immediate cover upon explosion/crash
- If in a building, pull alarm and evacuate



Psychological Crisis

- Dial 911 if immediate threat or call Campus Safety @ 203-596-4502 if not immediate threat
- Do not try to handle any situation you feel is dangerous on your own
- Contact immediate supervisor, resident director, or resident assistant



Hostage Situation

- Dial 911
- If taken hostage, be patient and cooperative
- Speak only when spoken to
- Be observant
- Try to rest
- Wait for police instructions



Workplace Violence

- Dial 911 if immediate fear of danger
- If not immediate fear of danger, notify supervisor or Associate Experience @ 203-591-7140